



**MINUTES OF THE OPEN MEETING OF THE  
BOARD OF DIRECTORS OF UNITED LAGUNA WOODS MUTUAL  
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Tuesday, January 14, 2020, 9:30 a.m.  
24351 El Toro Road, Laguna Woods, California**

Directors Present: Sue Margolis, Carl Randazzo, Andre Torng, Juanita Skillman, Elsie Addington, Cash Achrekar, Neda Ardani, Manuel Armendariz, Reza Bastani, Brian Gilmore, and Anthony Liberatore

Directors Absent: None

Staff Present: Jeff Parker, CEO; Siobhan Foster, COO; and Cheryl Silva

Others Present: VMS: Dick Rader, Dorothy Pacella and Cynthia Rupert

**1. Call Meeting to Order/Establish Quorum**

President Margolis called the meeting to order at 9:30 a.m. and acknowledged that a quorum was present.

**2. Pledge of Allegiance**

Director Achrekar led the Pledge of Allegiance.

**3. Acknowledge Media**

The Village Television Camera Crew, by way of remote cameras, was acknowledged as present.

**4. Approval of Agenda**

Director Armendariz made a motion to approve the agenda as amended to add a presentation by NeighborING after report of the Chair. Director Randazzo seconded the motion.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed unanimously.

**5. Approval of Minutes**

a. December 10, 2019–Regular Open Session

Director Addington made a motion to approve the minutes of December 10, 2019, Regular Open Session as corrected. The motion was seconded by Director Randazzo.

Discussion ensued among the directors.

President Margolis called for the vote and the motion passed unanimously.

## **6. Report of the Chair**

Attended Chinese New Year, Andre wished everyone a happy Chinese New Year, the theme was harmony. Please step up with acts of kindness to improve Laguna Woods Village.

President Margolis and Director Achrekar introduced Josh Mundell, CEO of NeighborING. NeighborING offers handyman services and gave a presentation about the services that will be available to residents in United.

## **7. Open Forum**

Members made comments regarding the following:

- A Member commented on the benefits of Laguna Woods Foundation, the foundation can help provide information about financial assistance programs;
- A Member encouraged residents to donate to the Village Community Fund and asked for member suggestions;
- A Member commented about an article in the Globe regarding the account reserve balance;
- A Member commented about a letter to the Globe Editor and asked if new trees are planted when trees are removed;
- A Member commented about the need for more electric vehicle charging stations in the community;
- A Member asked about security near her unit and potential transient issues;
- A Member commented about an article in "This Day" regarding Board Members signing off on leases and sales and asked if this will be handled by staff in the future;
- A Member commented about the advantages of constructing a survey of the residents in United Mutual.

## **8. Responses to Open Forum Speakers**

Several Directors responded to Member comments:

- CEO Parker responded that staff will address the concerns about of GRF reserve account. Staff will also investigate the transient issue and gate 2 security. Lease and Sales applications will continue to be reviewed by the Board. CEO addressed the request for implementation of a survey for the community;
- Director Randazzo responded that Tesla cars require an adaptor for EV Charges. The Board is looking into different options that could include a adaptor that residents can check-out at front desk in Community Center. The Committee is still addressing security issues and how to implement strategic EV charges around the community;
- Director Achrekar responded that the Tesla car owners could buy their own adaptors;

- Director Tornig stated that open forum speakers should stay until Board Directors have a chance to respond to their concerns.
- a. **Follow-up from the December 10, 2019, Board Meeting Open Forum – Director Ardani**

Director Ardani gave an update on the member comments from the last meeting.

#### **9a. Update from VMS - Director Pacella**

Director Pacella gave an update from the VMS Board Meeting and discussed the 2020 goals and strategic planning of the VMS Board. Establish Key Performance Indicators to increase service to residents.

#### **10. CEO Report**

CEO Jeff Parker and COO Siobhan Foster reported on the following subjects:

- Highlighted 2019 achievements of the Laguna Woods Village and Village Management Services;
- Enhanced 2020 transportation starts on January 20, 2020. Informational meetings will be held on Thursday, January 9 at 2 p.m., Wednesday, January 15 at 10 a.m. and Wednesday, January 29 at 10 a.m. at Clubhouse 1, Main Lounge. In addition staff will be onsite at Clubhouse 1 every weekday from 9 a.m. to noon to assist residents in their local trip plans;
- 2020 Monthly Bulky Trash Item Collection Schedule is posted on the website. This month, bulky items can be placed by your nearest trash enclosure on Friday, no later than 7 a.m. on Saturday, January 18. Residents can recycle their Christmas Trees by calling resident services for curbside pick-up at their manor;
- City of Laguna Woods broadcast content has been moved from Channel 31 to Channel 3;
- Disaster Preparedness Task Force has moved to the office shared by the Laguna Woods Globe near the rear entrance of the Community Center;
- 2020 window decals are being sent to residents. Residents can place the new sticker on their car or come into resident services to have the new sticker placed on their car.
- The 2020 Census, residents will have a choice to respond online or by phone.

#### **11. Consent Calendar**

##### **11a. Landscape Committee Recommendations:**

- (1) Ratify the Decision to Award a Contract to West Coast Arborists, Inc. in the amount of \$503,121, which includes a ten percent contingency, to perform the tree maintenance services.
- (2) Recommend to Approve Request for Tree Removal (140-D Avenida Majorca) – one Canary Island Pine

**RESOLUTION 01-20-01**  
**APPROVAL OF REMOVAL**  
**OF ONE CANARY ISLAND PINE TREE AT 140-D AVENIDA MAJORCA**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**; on December 12, 2019, the Landscape Committee reviewed a request to remove one Canary Island Pine tree. The request was received from the Member at 140-D, who cited the reasons as structural damage, litter/debris, repairs to the walkway, and states there have been many accidents, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to approve the removal of one Canary Island Pine tree located at 140-D Avenida Majorca due to the trunk being two feet from the damaged sidewalk and tree is not a candidate for root trenching as it would leave the tree in an unstable condition. Given its improper planting location, the tree has outgrown the area and should be removed.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors approves the request for the removal of one Canary Island Pine tree;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

- (3) Recommend to Approve Request for Tree Removal (179-A Avenida Majorca)  
– one Carrotwood

**RESOLUTION 01-20-02**  
**APPROVAL OF REMOVAL**  
**OF ONE CARROTWOOD TREE AT 179-A AVENIDA MAJORCA**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 12, 2019, the Landscape Committee reviewed a request to remove one Carrotwood tree. The request was received from the Member at 179-A, who cited the reasons as litter/debris and overgrowth, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to approve the removal of one Carrotwood tree located at 179-A Avenida Majorca based on Carrotwood trees require a higher frequency of maintenance than other species and are prone to excessive litter. Given the maintenance frequency and location of this tree, staff recommends removal of the tree and planting of a low maintenance tree in its stead.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors approves the request for the removal of one Carrotwood tree;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

- (4) Recommend to Approve Request for Tree Removal (219-A Avenida Majorca) – three Canary Island Pine

**RESOLUTION 01-20-03**  
**APPROVAL OF REMOVAL**  
**OF THREE CANARY ISLAND PINE TREES AT 219-A AVENIDA MAJORCA**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.

- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 12, 2019, the Landscape Committee reviewed a request to remove three Canary Island Pine trees. The request was received from the Member at 219-A, who cited the reasons as overgrown, potential structural damage, and concerns about safety, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to approve the removal of three Canary Island Pine trees located at 219-A Avenida Majorca based on the removal of a portion of the group would allow the remaining trees to fill out properly, reduce the amount of needle drops, and increase sunlight to the surrounding turf or shrub bed area; these trees fit that criteria. In this case, staff recommends the removal of Trees #1, #2, and #4, as indicated in the Staff Report. Leaving Tree #3 and Tree #5 would create a balance of pine trees in the area.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors approves the request for the removal of these three Canary Island Pine trees;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

- (5) Recommend to Approve Request for Tree Removal (519-D Calle Aragon) – two Canary Island Pine

**RESOLUTION 01-20-04**  
**APPROVAL OF REMOVAL**  
**OF TWO CANARY ISLAND PINES AT 519-D CALLE ARAGON**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 12, 2019, the Landscape Committee reviewed a request to remove two Canary Island Pine Trees. The request was received from the Member at 519-D, who cited the reason as safety. There have been numerous branches and pine cones that have fallen onto the roof and one resident was struck by one of the

pine cones, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to approve the removal of two Canary Island Pine trees located at 519-D Calle Aragon based on these trees have out grown the area and are good candidates for removal. Additionally, it would minimize staff costs for cleanup and reduce potential damage to Mutual property. Removing these trees would increase sunlight to the surrounding shrub bed area and increase future shrub growth.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors approves the request for the removal of these two Canary Island Pine trees;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

- (6) Recommend to Approve Request for Tree Removal (2058 Via Mariposa East)  
– Staff Recommendation to remove four Canary Island Date Palms

**RESOLUTION 01-20-05**  
**APPROVAL OF REMOVAL**  
**OF FOUR CANARY ISLAND DATE PALMS AT 2058 VIA MARIPOSA E.**

**WHEREAS**, on December 12, 2019, the Landscape Committee reviewed a staff recommendation to remove Four Canary Island Date Palms trees at 2058 Via Mariposa E. At the October 10, 2019, regular meeting, the United Mutual Landscape Committee approved turf reduction designs at eight locations. The Landscape Architect contracted to design the areas, contacted staff suggesting the removal of four Canary Island Date Palms at 2058 Via Mariposa E. location. The reasons for the removals are poor health and are in decline, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to approve the removal four Canary Island Date Palms at 2058 Via Mariposa E. based on staff's recommendation.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors approves the request for the removal of four Canary Island Date Palms;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

- (7) Recommend to Deny Request for Tree Removal (228-D Avenida Majorca) –  
one Fern Pine

**RESOLUTION 01-20-06**  
**DENIAL OF REMOVAL**  
**OF ONE FERN PINE TREE AT 228-D AVENIDA MAJORCA**

**WHEREAS**, February 12, 2013, that the Board of Directors adopted Resolution 01-13-17 tree removal guidelines:

- Unless there is a purposeful reason, trees should not be removed merely because they are messy, or because of residents' personal preferences concerning shape, color, size, or fragrance.
- Trees should not be removed because of view obstruction.
- Trees on slopes should not be removed if the removal will contribute to the destabilization of that slope.
- Trees which are damaging or will damage a structure, pose a hazard, in failing health or interfering with neighboring trees, will be considered for removal.

**WHEREAS**, on December 12, 2019, the Landscape Committee reviewed a request to remove one Fern Pine tree. The request was received from the Member at 228-D, who cited a concern about the potential damage to his new patio in the future from the roots of the tree. He also stated there has been limb failure in the past and was concerned about future loss, and;

**WHEREAS**, on December 12, 2019, the Landscape Committee recommended to deny the removal of one Fern Pine tree located at 228-D Avenida Majorca based on it is staff's opinion there are no major roots under the concrete patio and the cracking may have been due to the settling of the patio in addition to the small root. Therefore, it is staff's recommendation to trim the tree on schedule in 2020 and deny the request for removal.

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, the Board of Directors denies the request for the removal of one Fern Pine tree;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out this resolution.

**11b. Finance Committee Recommendations:**

- (1) Approval of Resolution to Record Lien against Member ID# 947-419-30;

**RESOLUTION 01-20-07**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-419-30; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and



**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-419-30 and;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

(2) Approval of Resolution to Record Lien against Member ID# 947-436-42;

**RESOLUTION 01-20-08**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-436-42; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-436-42 and;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

(3) Approval of Resolution to Record Lien against Member ID# 947-369-11;

**RESOLUTION 01-20-09**  
**RECORDING OF A LIEN**

**WHEREAS**, Member ID 947-369-11; is currently delinquent to United Laguna Woods Mutual with regard to the monthly assessment; and

**WHEREAS**, a Notice of Delinquent Assessment (Lien) will be filed upon adoption of this resolution following at least a majority vote of the Board (with no delegation of such action by the Board), acting in an open meeting, and for which the Board's vote is recorded in the minutes;

**NOW THEREFORE BE IT RESOLVED**, December 10, 2019, that the Board of Directors hereby approves the recording of a Lien for Member ID 947-369-11 and;

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

(4) Approval of Resolution to Record Lien against Member ID# 947-407-49;

- 11c.** Consistent with its statutory obligations under Civil Code §5501, a subcommittee of the Board consisting of the Treasurer and at least one other Board member reviewed the United Laguna Woods Mutual financials for the month of November 2019, and such review is hereby ratified.

Director Randazzo made a motion to approve the Consent Calendar as presented. The motion was seconded by Director Achrekar.

President Margolis called for the vote on the Consent Calendar and the motion passed 10-1-0 (Director Armendariz opposed).

## **12. Unfinished Business**

- 12a.** Entertain a Motion to Adopt a Resolution to Increase Late Charges for Fines, Fees and Chargeable Services

Director Addington read a synopsis of the following resolution:

### **RESOLUTION 01-20-10** **LATE CHARGE – CHARGEABLE SERVICES**

**WHEREAS**, certain services and charges for which the corporation is not financially responsible (Fines, Fees, and Chargeable Services) are billed to the members; and

**WHEREAS**, a late charge is assessed on delinquent chargeable service accounts, intended to offset costs associated with collection efforts; and

**WHEREAS**, the board periodically reviews fees as part of the business planning process to determine adequacy of fees;

**NOW THEREFORE BE IT RESOLVED**, January 14, 2020, that the Board of Directors hereby approves a late charge for fines, fees, and chargeable services performed and billed to residents at a flat fee of \$35 per month of delinquency, effective immediately following the 28 Day Notice resident invoices

will reflect the \$35 charge, residents will be charged the late fee 30 days after the date of the original invoice, beginning mid-February 2020; and

**RESOLVED FURTHER;** that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.

DECEMBER Initial Notification  
28-day notification for member review and comment to comply with Civil Code §4360 has been satisfied.

Director Addington made a motion to adopt a resolution to increase late charges for fines, fees and chargeable services. Director Skillman seconded the motion.

Discussion ensued among the directors.

President Margolis called for a vote and the motion passed 10-0-1 (Directors Achrekar abstained)

### **13. New Business**

#### **13a. Entertain a Motion to Introduce a Resolution for a Species-Based Tree Trimming Policy**

Director Armendariz read a synopsis of the following resolution:

#### **RESOLUTION 01-20-xx** **SPECIES-BASED TREE TRIMMING POLICY**

**WHEREAS**, the Board of Directors recognizes that many policies and services have been implemented by way of practice over the years but not formally documented;

**WHEREAS**, the current tree trimming schedule is based on an inspection based rotation in which trees are inspected every 34 months to determine the necessity of trimming on an individual tree basis;

**WHEREAS**, some tree species require trimming more frequently than every 34 months and some less frequently, which has led to inefficiencies and an increased amount of service requests and storm damage;

**WHEREAS**, United Mutual maintains over 15,000 trees with 236 different species, each having different growth rates;

**WHEREAS**, Staff has determined that using a species basis to determine the tree trimming schedule would reduce the inefficiencies and service request trims;

**NOW THEREFORE BE IT RESOLVED**, [DATE], that the Board of Directors hereby adopts the species-based trimming cycles attached to the official meeting minutes;

**RESOLVED FURTHER**; that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out this resolution as written.

Director Armendariz made a motion to introduce the resolution for 28-day review. The motion was seconded by Director Achrekar.

Discussion ensued among the Directors.

A member spoke on 13a, page 3 of 7. Had a correction of name for the tree, that it is Chinese Flame Tree instead of a Golden Rain Tree.

President Margolis stated that tree quantity will be addressed at Landscape Committee.

President Margolis called for the vote and the motion passed unanimously.

**13b. Entertain a Motion to Change the Procedures for the Yellow Stake Program with Landscape Request Forms**

Director Armendariz read a synopsis of the following procedure:

**-- THE YELLOW STAKE PROGRAM --**

As you travel through the community, you will find exciting and beautiful examples where individual owners have, by their own efforts, improved the plantings. We applaud these efforts, but some safeguards are in order.

The option for residents to maintain the planting adjacent to their manor either personally or through hiring an outside maintenance service<sup>1</sup> is based on the "Yellow Stake" program. These plantings can consist of varied plant types ranging from original foundation shrubs to highly manicured annual color.

The plantings are maintained under the aegis of the manor owner/occupant. However, it will be the responsibility of the Board to intercede when the standard of care of a resident's personally maintained plantings are considered below standard, or if any dispute between residents arises since the landscape of the community is the common property of the residents as a whole.<sup>2</sup>

To take advantage of the Yellow Stake Program a resident must get the Landscape Division's approval first to plant flowers and shrubs in the foundation planting beds immediately adjacent to their manors. In planting these areas, each

resident assumes full responsibility<sup>3</sup> for the care of their own plantings, consistent with the quality of the environment as a whole.

Some plantings such as roses, fruit trees and bedding plants are assumed to be personal plantings so they do not require a yellow stake. All other plants, such as shrubs in general do require a yellow stake for clarification purposes.

This responsibility does not end upon transfer of a manor, the purchaser will be bound by all the rules governing the previous owner with regard to the Yellow Stake Program if landscaping is accepted at the time of escrow.

If you would like to request yellow stakes or have any questions regarding the care of or changes to the landscape please contact the Landscape Division by calling (949) 597- 4600 or writing to the Laguna Woods Village Landscape Division, P.O. Box 2220, Laguna Hills, CA 92654.

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<sup>1</sup> If you hire an outside gardener for any authorized work, for your own protection make sure that person or company is insured for Workers' Compensation, liability, and auto insurance, and is reliable and experienced by requesting and checking recent references

<sup>2</sup> If a resident does not properly maintain the yellow stake plantings, then the Landscape Division may, after notice to the resident, remove these plantings and replace them with standard plantings that will be done at the resident's expense.

<sup>3</sup> Full responsibility includes, but is not limited to, any extra watering, fertilizing, care, or the removal of debris. The removal of debris from personal plantings must not be placed in the community's trash receptacles.

Director Armendariz made a motion to approve the changes to the procedure for the Yellow Stake Program with Landscape Request Forms. Director Torng seconded the motion.

Discussion ensued among the directors.

A member commented on the Yellow Stake program. Expressed concerns of complications to landscaping that may arise.

President Margolis called for a vote and the motion passed 7-3-1 (Directors Gilmore, Bastani, Achrekar opposed, Director Addington abstained).

### **13c. Nominations to New Treasurer**

Director Armendariz nominated Director Gilmore. Director Torng seconded the motion.

Director Addington nominated Director Armendariz. Director Armendariz declined the nomination.

Director Liberatore nominated Director Achrekar. Director Achrekar declined the nomination.

By way of acclamation, Brian Gilmore was appointed as Treasurer of the United Board.

**RESOLUTION 01-20-11**  
**Revised Officer Appointments**

**RESOLVED**, January 14, 2020 that the following persons are hereby elected as officers of this Corporation:

Sue Margolis	President
Carl Randazzo	1st Vice President
Andre Torng	2nd Vice President
Juanita Skillman	Secretary
Brian Gilmore	Treasurer

**RESOLVED FURTHER**, that the following person is hereby appointed as an ex-officio officer of this Corporation:

Jeff Parker	Vice President ex Officio
Siobhan Foster	Assistant Secretary ex Officio
Betty Parker	Assistant Treasurer ex Officio

**RESOLVED FURTHER**, that Resolution 01-19-77 adopted October 8, 2019, is hereby superseded and canceled.

**14. Committee Reports**

- 14a.** Report of the Finance Committee / Financial Report – Director Gilmore showed a presentation on the Treasurer’s Report and reviewed the resale and lease reports. The Committee met on November 26, 2019; next meeting will be January 28, 2020, 1:30 p.m. in the Sycamore Room.
- 14b.** Report of the Architectural Control and Standards Committee – Director Gilmore gave a report from the last Committee meeting. The Committee met on November 21, 2019; next meeting will be January 16, 2020, 9:30 a.m. in the Elm Room.
- 14c.** Report of the Communications Committee – Director Skillman. The Committee is working on articles for the Breeze. The next meeting is TBA.

- 14d.** Report of Member Hearings Committee – Director Liberatore gave a report from the last Committee meeting. The Committee met on December 26, 2019; next meeting will be January 23, 2020, at 9:00 a.m. in the Sycamore Room.
- 14e.** Report of the Governing Documents Review Committee – Director Torng gave a report from the last Committee meeting. The Committee met on November 21, 2019; next meeting will be January 16, 2020, 1:30 p.m. in the Sycamore Room.
- 14f.** Report of the Landscape Committee – Director Armendariz gave a report from the last Committee meeting. The Committee met on December 12, 2019; next meeting will be February 13, 2020, 9:30 a.m. in the Board Room.
- 14g.** Report of the Maintenance & Construction Committee – Director Randazzo gave a report from the last Committee meeting. The Committee met on October 23, 2019; next meeting February 26, 2020 at 9:00 a.m. in the Board Room.
  - (1) Handyman Task Force—Director Achrekar gave a report for the Handyman Task Force. The Committee met on December 2, 2019 at 2:00 p.m.
- 14h.** Report of the Resident Advisory Committee – Director Ardani gave a report from the last Resident Advisory Committee. The Committee met on December 12, 2019; next meeting will be January 16, 2020, 4:00 p.m. in the Sycamore Room.

#### **15. GRF Committee Highlights**

- 15a.** Report of the Finance Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on December 18, 2019; next meeting will be February 19, 2020, 1:30 p.m. in the Board Room.
- 15b.** Report of the Community Activities Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on January 9, 2020; next meeting March 12, 2020, 1:30 p.m. in the Board Room.
- 15c.** Report of the Landscape Committee – Director Armendariz gave highlights from the last Committee meeting. The Committee met on December 4, 2019; next meeting will be February 12, 2020, 1:30 p.m. in the Board Room.
- 15d.** Report of the Maintenance & Construction Committee – Director Randazzo gave highlights from the last Committee meeting. The Committee met on October 9, 2019; next meeting will be February 12, 2020, 9:30 a.m. in the Board Room.
  - (1) PAC Ad Hoc Committee—The Committee met on December 12, 2019 at 2:00 p.m. in the Board Room.
- 15e.** Village Energy Task Force Charter – Director Randazzo gave a report from the last

Task Force meeting. The Task Force met on January 10, 2020 at 1:00 p.m. in the Board Room.

- 15f.** Report of the Media and Communication Committee – Director Skillman gave highlights from the last Committee meeting. The Committee met on December 16, 2019; next meeting will be January 22, 2020, 9:30 a.m. in the Board Room.
- 15g.** Report of the Mobility and Vehicles Committee – Director Addington gave highlights from the last Committee meeting. The Committee met on November 27, 2019; next meeting will be February 5, 2020, 1:30 p.m. in the Board Room.
- 15h.** Report of the Security and Community Access Committee – President Ardani gave highlights from the last Committee meeting. The Committee met in October 28, 2019; next meeting will be January 20, 2020, 1:30 p.m. in the Board Room.
- 15i.** Laguna Woods Village Traffic Hearings – Director Addington summarized the frequently repeated violations heard at the traffic hearings. The hearings were held on December 18, 2019; next hearings will be on January 15, 2020, 9:00 a.m. in the Board Room and 1:00 p.m. in the Sycamore Room.
- 15j.** Disaster Preparedness Task Force – Director Achrekar gave highlights from the last Committee meeting. The Task Force met on November 26, 2019; next meeting will be on January 28, 2020, 9:30 a.m. in the Board Room.

## **16. Future Agenda Items**

- 16a.** Committee Advisor Qualifications, Procedures and Policy
- 16b.** Alternative Heat Source Policy
- 16c.** Require a Recognition Agreement for Lenders (Referred back to Committee)

## **17. Director's Comments**

- Director Ardani commented about the schedule for NeighborING;
- Director Skillman commented about leases and resales. The Board has not voted on that yet is still available for member comment;
- Director Torng commented about alternative means that are available to engage in discussion with the Board.
- Director Achrekar commented on Director Torng's changes to the Code of Conduct.
- Director Bastani commented on the energy task force;

**18. Recess** - *At this time the Meeting will recess for lunch and reconvene to Closed Session to discuss the following matters per California Civil Code §4935.*

The meeting recessed at 11:32 p.m. into the Closed Session.



**Summary of Previous Closed Session Meetings per Civil Code Section §4935**

*During the December 10, 2019, Regular Executive Session, the Board:*

*Approval of Agenda*

*Approval of the Following Meeting Minutes;*

*(a) October 22, 2019—Special Closed Session*

*(b) November 12, 2019—Regular Closed Session*

*Discussed Member Disciplinary Cases*

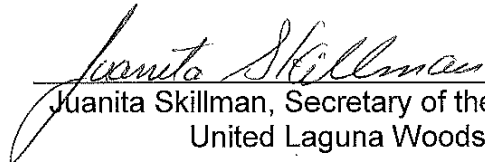
*Discussed Personnel Matters*

*Discuss and Consider Contractual Matters*

*Discussed and Considered Litigation Matters*

**19. Adjourn**

The meeting was adjourned at 3:19 p.m.

  
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Juanita Skillman, Secretary of the Board  
United Laguna Woods Mutual